

Human Resources Policies

Section 100 – General Policies



Policy: 110 Subject: Equal Opportunity	Effective Date: April 16, 2008	Revised Date: January 19, 2021	Version: 7
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PURPOSE: To reaffirm Core Lab’s commitment to provide equal opportunity to all employees and applicants for employment in accordance with local labor laws and regulations.

I. SCOPE

This policy is applicable to all workers, departments, and Business Units of Core Laboratories, globally.

II. DEFINITIONS

Employment Opportunities include those actions that affect an individual’s employment or continued employment, such as, but not limited to:

- Interviewing and Hiring
- Promotions and Transfers
- Performance Evaluations
- Raises and Bonuses
- Disciplinary Actions
- Terminations
- Job Assignments and Project Teams
- Development and Training

III. STRUCTURE

Core Laboratories is an equal opportunity employer. It is our goal to cultivate the richness of diverse backgrounds, perspectives, experiences and skills that make up our culture of unity and global community. To this end, it is Core Lab’s policy to treat each individual with dignity and respect, in accordance with local labor laws, by:

- Complying with both the letter and the spirit of all applicable laws and regulations governing employment.
- Taking all necessary steps to provide equal opportunity to all qualified employees and applicants for employment in all aspects of employment.
- Prohibiting discrimination in any employment decision or in the administration of any policy on the basis of characteristics protected by local labor laws and regulations.
- Making reasonable accommodations as outlined in Policy 630: Reasonable Accommodation-US and Policy 635: Reasonable Accommodation-Non-US.
- Prohibiting any form of harassment, discrimination or unprofessional behavior as outlined in Policy 165: Harassment, Discrimination, and Unprofessional Behavior.
- Prohibiting any form of retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination,

reports harassment, or assists, testifies or participates in an investigation, as outlined in Policy 1145: Non-Retaliation for Reporting.

- Advising employees of their right to report violations of this policy to Human Resources or the Law Department via the Ethics Helpline at Ethics@corelab.com so that each concern can be investigated promptly and resolved appropriately.*

IV. DISSEMINATION AND IMPLEMENTATION OF POLICY

- A. The Director of Human Resources Global Services is the EEO Compliance Officer for Core Laboratories and is responsible for establishing and maintaining internal audit and reporting systems for the effective measurement for all levels of the company.
- B. The President of Core Laboratories is in full support of the Company's policy and responsibilities concerning EEO and anti-discrimination practices.
- C. The HR Compliance Specialist is charged with the responsibility for overall development, implementation, coordination, and dissemination of information regarding EEO to all management personnel of Core Laboratories. The HR Compliance Specialist is also responsible for maintaining personnel records in compliance with applicable laws and regulations.
- D. Business Unit Presidents, managers and supervisors are responsible for implementing equal employment practices within each business segment.

V. RETALIATION

Pursuant to Policy 1145: Non-Retaliation for Reporting, Core Lab prohibits retaliation against an individual who reports unequal treatment or who participates in an investigation of such in good faith.

VI. CONSEQUENCES OF NONCOMPLIANCE

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. Core Laboratories will promptly, thoroughly and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

* Individuals in the United States may also utilize the U.S. Equal Employment Opportunity Commission (EEOC) as an avenue for lodging complaints. Additionally, those in California may also utilize the California Department of Fair Employment and Housing.

Appendix 1: EEO Laws and Regulations – countries with highest headcount

	USA	RUS	NLD	UK	CAN	UAE
Race	✓	✓	✓	✓	✓	✓
Color	✓					✓
Religion	✓	✓	✓	✓	✓	✓
Sex	✓	✓	✓	✓	✓	✓
Sexual Orientation	✓		✓	✓		
Gender Identity	✓			✓		
Age	✓		✓	✓		
National Origin	✓	✓	✓		✓	✓
Citizenship or Residence	✓	✓				
Veteran Status	✓					
Disability	✓	✓	✓	✓	✓	✓
Genetic Information	✓					
Language		✓				
Property		✓				
Employment Status		✓	✓			
Public/Political Associations	✓	✓	✓			✓
Civil/Marital Status	✓		✓	✓		
Pregnancy	✓			✓		

USA: Title VII of the Civil Rights Act of 1964, Executive Order 11246, Age Discrimination in Employment Act of 1967, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act, Pregnancy Discrimination Act of 1978

Russia: Article 19 of Federal Constitution, Federal Law on Social Protection of Persons with Disabilities of 1995

Netherlands: Article 1 of the Constitution, Equal Treatment Act, Equal Treatment of Disabled and Chronically Ill People Act, Equal Treatment in Employment (Age Discrimination) Act, Equal Treatment (Men and Women) Act

UK: Equality and Human Rights Commission, The Equality Act of 2010

Canada: The Canadian Human Rights Act, Employment Equity Act, Federal Contractors Program, Ontario Human Rights Code

UAE: Federal Decree Law No.2 of 2015, Article 32 of the UAE Labour Law of 1980, Federal Law No. 29 of 2006, Resolution No. 43 of 2018, Federal Law No. 10 of 2017 on Domestic Workers